

Steering Group Meeting

Monday 23rd April 2007, 14:00, Kesgrave War Memorial Community Centre

Tea and Coffee will be available from 13:30

Agenda

Introductions		5 mins
Ground Rules		5 mins
Project Plan	(Draft attached)	10 mins
Agreement of Terms of Reference	(Draft attached)	15 mins
Agreement of Consortium Name and Website address		5 mins
Data capture, agree data required for:		10 mins
• Learning Providers	(Draft attached)	
• Course Details	(Draft attached)	
• Venue Details	(Draft attached)	
Agreement of a 'One Stop Shop' for data		10 mins
Agreement of Prospectus content		10 mins
Agree lead on Business Plan / Governance Structure		5 mins
Core Project Staffing		5 mins
• SAVO, SACRE, Young Suffolk to provide Job Descriptions for meeting		
Working Groups, agree leads / members and timescales:		15 mins
• Youth	(Young Suffolk)	
• Common Inspection Framework	(SAVO)	
• Skills for Life / Employment entry	(?)	
• Managed Networks	(SACRE)	
Learning and Skills needs survey	(Draft attached)	15 mins
Reporting		5 mins
Date of future meetings	(Please bring your diaries)	5 mins

Meeting to finish by 16.30.

Please ensure you bring copies of all the relevant information as copies will not be available on the day.

Simon Waldron

E: simon.waldron@savo.co.uk

T: 01638 721179

M: 07808 952706